

## Checklist – Converting an Initial Practitioner License Under Rules 2002

### BUILDING LEVEL ADMINISTRATOR ONLY

- Complete the entire Application for Indiana Educator License, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- Answer Section E questions 1-3. Sign your name verifying that the information on the application is accurate.
- Attach a copy, front and back, of your Indiana License being renewed or a copy of your license information from the [Indiana Educator License Lookup](#)
- Complete and submit the [Individual Development Plan Summary Form](#).
- Include a copy of your printed ISLA scores.

Mail the completed forms and materials to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798